

# GUIDELINES

## EMPLOYEES

### **Staying Home when Appropriate**

- Employees will be educated about when they should stay home and when they can return to work.
  - Employees who are sick or have recently had a close contact with a person with COVID-19 will be required to stay home
  - Employees should stay home if they have tested positive for or are showing COVID-19 symptoms.
  - Employees who have recently had a close contact with a person with COVID-19 will also be required to stay home and monitor their health.

### **Hand Hygiene and Respiratory Etiquette**

- Employees are required to wash their hands (before, during and after preparing beverages/drinks, and after touching garbage) with soap and water for at least 20 seconds.
- Employees will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
  - If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol.
- **Cloth Face Coverings**
  - Use of cloth face coverings are required among all staff and patrons.
- **Adequate Supplies**
  - Adequate supplies will be ensured to support healthy hygiene behaviors. Supplies include soap, hand sanitizer containing at least 60% alcohol (placed on every table, if supplies allow), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.
- **Signs and Messages**

- Signs will be posted in highly visible locations (e.g., at entrances, in restrooms) that promote everyday protective measures and describe how to stop the spread of germs.

## Maintaining Healthy Environments

- **Cleaning and Disinfection**

- Frequently touched surfaces (e.g., door handles, cash registers, workstations, sink handles, bathroom stalls) will be cleaned and disinfected at least daily, or as much as possible required by safety requirements. Shared objects (e.g., payment terminals, tables, countertops/bars, receipt trays, condiment holders) will be cleaned/disinfected between each use.
  - Disinfection routine will be established and staff will be trained on proper cleaning timing and procedures to ensure safe and correct application of disinfectants.
- Schedule will be assigned for increased, routine cleaning and disinfection.
- Gloves will be used when removing garbage bags or handling and disposing of trash. Handwashing is required after removing gloves.

- **Shared Objects**

- Sharing of items that are difficult to clean, sanitize, or disinfect is discouraged.
- Adequate supplies to minimize sharing of high-touch materials will be ensured (e.g., serving cups) to the extent possible; otherwise, use of supplies and equipment will be limited by one group of workers at a time and clean and disinfect between use.
- We will encourage use of touchless payment options as much as possible, if available. Customers and employees will be asked to exchange cash or card payments by placing on a receipt tray or on the counter rather than by hand to avoid direct hand to hand contact. We will clean and disinfect frequently touched surfaces such as pens, counters, or hard surfaces between use and encourage patrons to use their own pens.
- Use of food and beverage utensils and containers brought in by customers will not be allowed.

- **Modified Layouts and Procedures**

- Bar layouts will be made to ensure that all customer parties remain at least 6 feet apart (e.g., marking tables/stools that are not for use).
- Seating capacity will be limited to allow social distancing.
- Crowded waiting areas will be discouraged. Text technology or signs will be used to alert patrons when their table is ready.
- **Physical Barriers and Guides**
  - Physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 6 feet apart will be installed.
  - Physical guides, such as tape on floors or sidewalks and signage, to ensure that individuals remain at least 6 feet apart will be provided.
- **Communal Spaces**
  - Close shared spaces such as break rooms, will be clean and disinfected between use.

## Maintaining Healthy Operations

- **Staggered or Rotated Shifts and Sittings**
  - Shifts will be staggered or rotated to limit the number of employees in the restaurant or bar at the same time.
  - Number of employees are limited to 4 people during business hours.
  - Number of customers in establishment will be limited to minimize risks.
    - Maximum of 25 people.
  - Business hours.
    - Weekdays- 5p.m to 11p.m (6 hrs.)
    - Weekends- 5p.m to 2a.m (8 hrs.)
- **Gatherings**
  - Group events, gatherings, or where social distancing of at least 6 feet between people cannot be maintained are discouraged.
- **Designated COVID-19 Point of Contact**
  - We will have a designated staff person for each shift to be responsible to responding to COVID 19 concerns. Staff members will be informed who this person is and how to contact them.
- **Communication Systems**
  - Put systems in place for:

- Consistent with applicable law and privacy policies, having staff self-report to the establishment's point of contact if they have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID 19
    - Notifying staff, customers, and the public of business closures, and restrictions in place to limit COVID-19 exposure (e.g., limited hours of operation).
- **Back-Up Staffing Plan**
  - Monitor absenteeism of employees, cross-train staff, and create a roster of trained back-up staff.
- **Staff Training**
  - Train all employees in safety actions.
  - Conduct training virtually, or ensure that social distancing is maintained during training.
- **Recognize Signs and Symptoms**
  - Daily health checks will be conducted (e.g., temperature screening and/or or symptom checking) of staff safely and respectfully, and in accordance with any applicable privacy laws and regulations.

## Preparing for Sick Employees

- **Advise Sick Employees of Home Isolation Criteria**
  - Communicate to sick employees that they should not return to work until they have met CDC's criteria to discontinue home isolation.
- **Isolate and Transport Those Who are Sick**
  - Make sure that employees know they should not come to work if they are sick, and they should notify their manager or other designated COVID-19 point of contact if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
  - Immediately separate employees or customers with COVID-19 symptoms (i.e., fever, cough, shortness of breath). Individuals who are sick should go home or to a healthcare facility, depending on how

sever their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.

- **Clean and Disinfect**

- Areas used by a sick person will be closed off and won't be used until after cleaning and disinfecting them.
- We will wait at least 24 hours before cleaning and disinfecting.

- **Notify Health Officials and Close Contacts**

- In accordance with local laws, we will notify local health officials and staff immediately of any case of COVID-19 among employees, while maintaining confidentiality in accordance with the Americans with Disabilities Act.

- Employees who have had close contact with a person diagnosed with COVID-19 will be advised to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop. Cloth face coverings are required among all staff and patrons.

- Note: Cloth face coverings should **not** be placed on:
  - Anyone who has trouble breathing or is unconscious
  - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance